

MINUTES
PINEMAP Executive Committee Meeting
June 12, 2014

INSTITUTIONAL BUDGET STATUS

- Tim M.:
 - As Eric Norland noted at the annual meeting, there is concern about the slow burn rate/large balance remaining in the PINEMAP budget. The budget status by institution for years 1-3 (as of Feb. 28, 2014) is shown here:

Institution	Subaward #	PO #	Encumbered Amt. (Yrs. 1-3)	Amt. spent*	Balance	% spent
NCAT	UF11100	1100127565	\$ 55,962.00	\$ 52,287.97	\$ 3,674.03	93.43%
Alcorn State	UF11097	1200135694	\$ 43,797.00	\$ 39,808.89	\$ 3,988.11	90.89%
Forest Service Maier	UF11133	1200173219	\$ 54,841.00	\$ 43,215.24	\$ 11,625.76	78.80%
Forest Service Nelson	UF12244	1300224966	\$ 50,000.00	\$ 7,710.33	\$ 42,289.67	15.42%
Auburn	UF11101	1100125883	\$ 228,603.00	\$ 164,102.87	\$ 64,500.13	71.79%
OSU	UF11098	1200134560	\$ 522,905.00	\$ 454,663.97	\$ 68,241.03	86.95%
MSU	UF11096	1200168422	\$ 133,252.00	\$ 44,899.16	\$ 88,352.84	33.69%
TALES	UF11094	1200134559	\$ 253,225.00	\$ 138,045.65	\$ 115,179.35	54.52%
VT	UF11095	1100130312	\$ 1,957,674.00	\$ 1,652,277.96	\$ 305,396.04	84.40%
UGA	UF11093	1100125880	\$ 1,041,642.00	\$ 659,027.31	\$ 382,614.69	63.27%
TAMU	UF11099	1200152947	\$ 1,081,705.00	\$ 668,813.52	\$ 412,891.48	61.83%
NCSU	UF11102	1200139833	\$ 2,166,087.00	\$ 1,442,461.57	\$ 723,625.43	66.59%
UF	N/A	N/A	\$ 4,410,307.00	\$ 2,544,387.63	\$ 1,865,919.37	57.69%
TOTAL			\$ 12,000,000.00	\$ 7,911,702.07	\$ 4,088,297.93	65.93%

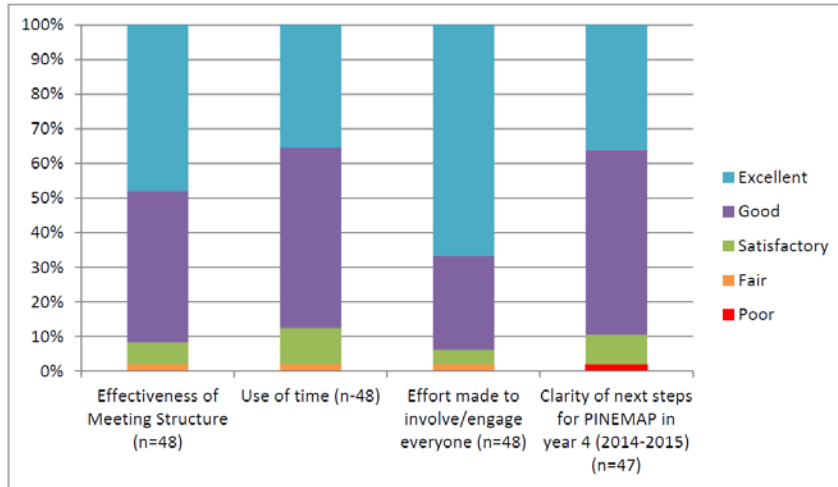
*Invoices fully processed as of 2/28/2014

- I have already notified PIs at UF regarding individual burn rates with instructions to closely look at expenditures and unspent balance and think about what needs to be accomplished in the final two years of the project and how budget will be spent.
- I will be touching base with the institutional coordinators at NCSU, UGA, and TAMU to request a drill down of spending by PI/research group so that we can identify areas where spending is behind schedule.
- Eric Norland:
 - According to NIFA's most recent grant account statement for PINEMAP, \$8.6 million has been spent, leaving a balance of \$7.3. This has the potential to raise concern with the office of grants and financial management and could also raise external concern (e.g., why would you award an additional \$4 million when the project has \$7 million unspent?).
 - A healthy/reasonable burn rate would be a 6 month carry over (e.g., ~85% spent at the end of year 3).
 - It would be good to provide a narrative to me outlining plans for spending down so that we have justification on file for how balances will be spent.
- Tim M: We will work with institutional coordinators and PIs to put together a narrative—this will also be a key piece for a proposal for a no cost extension for a 6th year.

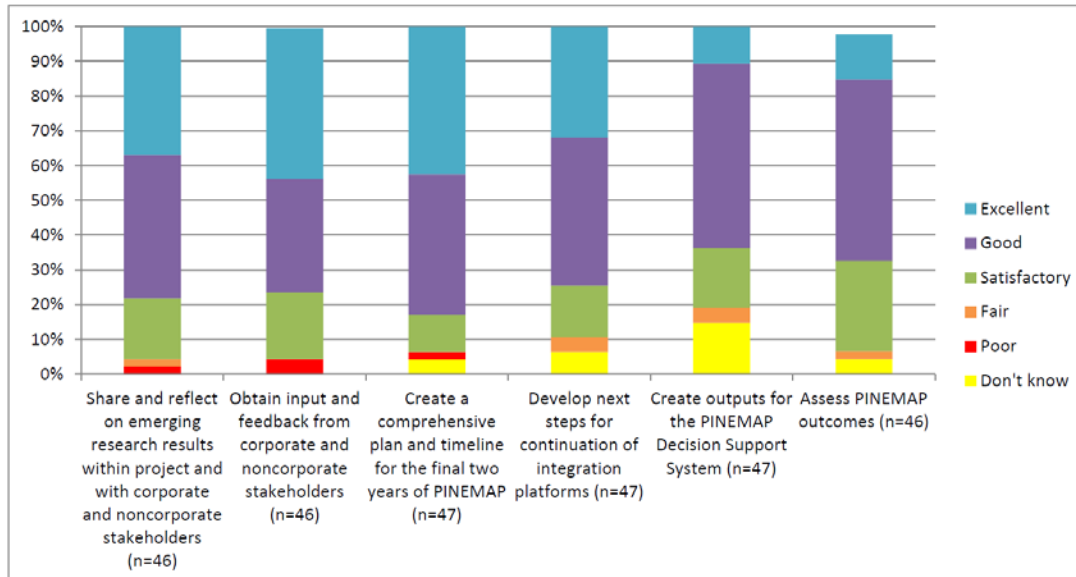
ANNUAL MEETING DEBRIEF

- Tim M.: There was an overall positive response regarding use of time, effectiveness, structure:

Please evaluate the following aspects of the meeting:



Please evaluate the degree to which the meeting met its specific objectives. How well did the meeting serve to:



- Steve McNulty: In my opinion, this was the best annual meeting yet. I liked the increased emphasis on integration and the discussion regarding post year 5 planning.
- Tim M.: I agree, felt it was our best meeting yet. There was a lot of work and effort put forth by many of you in preparing for the meeting. Thank you. Jessica will send the full evaluation report, including open-ended question responses. Please let us know if you have any comments or feedback.

PROPOSED STRUCTURE FOR EXECUTIVE COMMITTEE AND ATP/INTEGRATION PLATFORM MEETINGS

- Tim M.: Given where we are in the project, the management team would like to propose a new structure for Executive Committee meetings and ATP/Integration Platform meetings. Executive Committee meetings will occur less frequently (~quarterly) and ATP/integration platform meetings more frequently (~every 6 weeks):

- ~Quarterly [Executive Committee Meetings](#)* (Thurs., 9:30-10:30 a.m. ET):

November 13, 2014
February 12, 2015
April 9, 2015

*In addition to these meetings, Jessica and Tim will communicate regularly with EC members via e-mail regarding important administrative items such as budget, reporting, etc., and additional meetings can be scheduled as needed.

- [ATP/Integration Platform Meetings](#) approximately every 6 weeks (Friday, 12-1:30 p.m. ET):

August 1, 2014
September 19, 2014
October 31, 2014
December 5, 2014
January 23, 2015
March 6, 2015
April 17, 2015

- These meetings will be 1.5 hours and will serve as a check point on progress of integration platforms as well as an opportunity for consensus building on key issues within integration platforms.
 - At each meeting, there will be an integration platform report out and then a discussion of a key consensus item—these topics will be decided on and scheduled ahead of time.
 - At the first (August 1) meeting, we will hear from each integration platform leader on the progress on their critical path timeline and then hear about a key outcome that has been achieved or a key issue or roadblock that has arisen.
- There was consensus among Exec. Comm. members that this is the right direction to go. We will move forward with this plan.

2015 ANNUAL MEETING DATES

- Jessica I.:
 - Based on eval. feedback from 2013 meeting, we are trying to avoid April dates that conflict with finals, end of semester, graduation.
 - Right now, the plan is to have a 2 day meeting.

- We would like to have the meeting in Athens at the UGA Hotel and Conference Center. Based on availability at the conference center, date options are May 27-28 or week of June 1 (either June 2-3 or 3-4).
- A few people expressed that these dates are open; suggested that first week of June might be better to avoid travel issues related to Memorial Day. We will move forward with planning dates sometime the week of June 1. Some preference for first week of June.

Next EC Meeting: Thursday, November 13, 2014, 9:30-10:30 a.m. ET